

## UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

IN REPLY PLEASE REFER TO

YOUR REFERENCE

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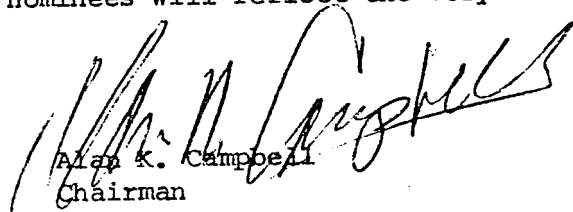
## MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

The President has reestablished the President's Award for Distinguished Federal Civilian Service on an annual basis and has requested that nominations for the 1977 awards be prepared for consideration. This award is the highest honor which may be granted to a member of the Federal career service.

Under Executive Order 12014, President Carter has ordered that the functions previously performed by the Distinguished Civilian Service Awards Board be performed by the Chairman of the Civil Service Commission. In signing this Order, the President asked that agencies consider employees at all levels rather than limit consideration to officials serving in senior positions.

Criteria and procedures for nomination are outlined in the attachment to this memorandum. Should you submit more than one nomination, please indicate the order of preference. The deadline for nominations is January 30, 1978. ✓

I urge that you give this matter your personal attention so that the quality and breadth of the field of nominees will reflect the very best within the Government service.



Alan K. Campbell  
Chairman

Attachment

## PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

The award may be presented for the best achievements having current impact in improving Government operations or serving the public interest. These achievements shall exemplify one or more of the following:

- (a) Imagination in developing creative solutions to problems in Government; or
- (b) Courage in persevering against great odds and difficulties; or
- (c) High ability in accomplishing extraordinary scientific or technological achievement, in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act of credit to the Government and the country; or
- (d) Long and distinguished career service.

The importance of the achievements to the Government and to the public interest shall be so outstanding that the employee is deserving of greater public recognition than that which can be granted by the head of the agency in which he or she is employed. Consideration for these awards should be extended to employees at all grade levels; however, individuals appointed by the President may only be nominated if they are serving in what may be considered to be a career position.

### SUBMISSION AND REVIEW OF NOMINATIONS

Heads of the departments and agencies may nominate career employees of their own agency, or employees of other agencies when they have knowledge of their exceptional achievements. Nominations should be sent to: Chairman, U. S. Civil Service Commission, Room 350-H, Washington, D.C. 20415. Inquiries should be directed to the Office of Incentive Systems (632-5568).

Executive Order 10717, as amended by Executive Orders 10979 and 12014 established the President's Award for Distinguished Federal Civilian Service. The Chairman of the Civil Service Commission is directed to review recommendations for the Award and decide which of them warrant presentation to the President for his consideration.

### PUBLICITY

No information is to be released on the nominations for the Award. After the President has made the Awards, departments and agencies are urged to give the widest possible publicity to the recipients.

FORM AND CONTENT OF NOMINATIONS

1. An original and one copy of each nomination are required to be submitted.
2. Each nomination must be typed, single spaced, on 8" x 10½" paper.
3. Each nomination must contain the following information, in the following order:
  - A. First page--a brief biographical sketch, in itemized format, containing date and place of birth; significant educational background; significant employment record; a specific statement of type of appointment status; current grade level; etc.
  - B. Second page--a proposed citation for the signature of the President. The proposed citation must contain from 50 to 60 words in two-paragraph form, and highlight the significance of the individual's achievement.
  - C. Additional pages containing not more than 2500 words with topical headings as follows:
    - Summary of Achievement--not more than one page.
    - Additional Details--in non-technical language, illustrating how the nominee was personally responsible. Also include:
      - The specific benefits in improving Government operations or serving the public interest. Describe separately the tangible and the intangible benefits.
      - Examples of personal qualities of the nominee which make his or her achievement possible, if these have not been covered already under previous headings.
4. Each copy of a nomination must be enclosed in a 9¼" X 11½" folder, clearly labeled with the name and agency of the nominee on the outside front cover.
5. If desired, supporting or technical material may be submitted to supplement the nomination. There is no limitation on the amount of such material that may be submitted. However, supporting material should be submitted separately in bound form, rather than included with material in the folder.

NOTE: Department and agencies are in no way restrained from making awards to employees who are being nominated for the President's Award.

## EXECUTIVE SECRETARIAT

### Routing Slip

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Remarks:

Executive Secretary

*22 Nov*

Date

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EXECUTIVE SECRETARIAT

*Approved 21*